



PUBLIC PASSENGER VEHICLES VEHICLE REPLACEMENT PROCEDURES

OFFICE OF THE CITY CLERK LICENSE DIVISION
200 E. WELLS ST. ROOM 105, MILWAUKEE, WI 53202
(414) 286-2238 E-MAIL ADDRESS: LICENSE@MILWAUKEE.GOV

NO PERMIT TRANSFERS WILL ISSUED BY THE LICENSE DIVISION UNLESS THE FOLLOWING 7 STEPS ARE COMPLETED:

☐ 1. **OBTAIN YOUR CURRENT PERMIT.**

Remove your current Public Passenger Vehicle Permit from the old vehicle. **You must turn this permit in at the License Division when you apply for the vehicle transfer.**

☐ 2. **CONTACT YOUR INSURANCE AGENT.**

Obtain a **new certificate of insurance or change of vehicle endorsement form**. The certificate must show proof of insurance listing the year, make, vehicle ID number and permit number of the new vehicle and deleting the old vehicle from the certificate. Copies can be faxed to (414) 286-3057; however, if a copy is faxed, an **original certificate** must still be filed with the License Division.

☐ 3. **OBTAIN YOUR NEW VEHICLE REGISTRATION.**

Applicants who cannot obtain a certificate of vehicle registration, because of a waiting period imposed by the Wisconsin Department of Transportation (WisDoT), may present an application showing proof of receipt of the application by the WisDoT and payment of the registration fee. Licensees providing the proof of application shall present the certificate of vehicle registration to the License Division as soon as it is issued.

☐ 4. **GO TO THE LICENSE DIVISION:**

Go to the License Division and complete the appropriate vehicle replacement form. Submit with the completed application your current public passenger vehicle permit, the certificate of insurance received from your insurance agent, and your current vehicle registration or your application for registration.

☐ 5. **GO TO THE TREASURER'S OFFICE:**

After obtaining the appropriate documents from the License Division, go to the Treasurer's Office and pay the \$35 vehicle transfer fee. Keep the payment receipt to take to vehicle inspection.

☐ 6. **GO TO VEHICLE INSPECTION SITE:**

You must have your vehicle inspected by the Milwaukee Police Department prior to putting the new vehicle on the road. Vehicle Inspections are conducted each **THURSDAY, 1:00 PM to 2:00 PM at 2657 S. 31st Street.**

Reminder: Take your paid receipt and vehicle registration with you to the inspection site.

☐ **7. RETURN TO LICENSE DIVISION:**

When your vehicle has passed inspection, a current inspection sticker will be placed on your vehicle and you will be given an inspection slip. **Important: You may not legally operate the vehicle unless and until you submit the inspection slip to the License Division and a new permit is issued.** A permit will be issued only to the vehicle owner, unless signed and notarized written instructions are on file with the License Division.

ATTENTION LUXURY LIMOUSINE VEHICLE OWNERS:

Effective March 17, 2006, LUXURY LIMOUSINE means a category of for-hire, unmetered, unmarked ground transportation vehicles regularly engaged in the business of carrying passengers on a prereserved basis only and which meets either a stretched limousine or executive sedan classification definition. See s.100-3-11, MCO, for classification definitions.

See form ccl-199zz: *List of Approved Vehicles* for a list of vehicle makes and models which have been approved to operate as luxury limousines under the executive sedan classification, s. 100-3-11-b, MCO.

In the event the City Clerk determines that your application for a public passenger vehicle permit for a luxury limousine does not meet the definition of luxury limousine under the executive sedan classification, s. 100-3-11-b, MCO, no permit will be issued unless the applicant requests, in writing pursuant to s. 100-66-2, MCO, a hearing before the Public Safety Committee relating to an appeal of the City Clerk's determination.

See form ccl-199a3: Executive Sedan Appeal Form to appeal City Clerk's determination. The form must be completed in entirety and submitted with required documentation to the License Division no more than 10 working days after the date on which you were notified of the City Clerk's determination.

Reminder: Vehicles not meeting the definition of luxury limousine **CANNOT** go to inspection until the Committee has made its recommendation.

ORDINANCES GOVERNING LIMOUSINE SERVICES ARE LOCATED IN CHAPTER 100 OF THE MILWAUKEE CODE AND MAY BE VIEWED ONLINE <http://www.milwaukee.gov/ordinances> or purchased from the Legislative Reference Bureau in City Hall, Room B-11.



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WWW.MILWAUKEE.GOV/LICENSE

VEHICLE OWNER NAME:

Full Name (Last, First & Middle Initial)

Business Name:

I am transferring public passenger vehicle permit # _____

From (Old Vehicle Information):

Year:	Make:	Model:	Rear-seating capacity:
Vehicle ID Number (VIN):		License Plate Number:	Color:

To (New Vehicle Information):

Body style: (Check √ one)

☐ Limousine ☐ 4-Door Sedan ☐ 2-Door Coupe ☐ Van ☐ Wagon ☐ Sport Utility ☐ Other _____

Year:	Make:	Model:	Rear-seating capacity:
Vehicle ID Number (VIN):		License Plate Number:	Color:

 Luxury Limousine Classification: (Check √ one, if applicable) ☐ Stretched Limousine ☐ Executive Sedan
See s. 100-3-11, MCO, for luxury limousine classification definitions.

Affiliation Change:
☐ Check (√) box to indicate whether you are changing affiliation.

New Affiliation:

☐ All City Veteran Taxi ☐ Brew City Cab Cooperative ☐ American United Cab Company, Inc.
☐ Yellow Cab Co-op ☐ Mitchell International Taxicab ☐ Independent

The undersigned agrees to inform the City Clerk within 10 days of any substantial changes in the information supplied in this application. The undersigned shall not willfully refuse to provide the services offered under this license, or refuse to employ, or discharge any person otherwise qualified because of race, color, creed, sex, national origin or ancestry; and not seek such information as a condition of employment, or penalize any employee or discriminate in the selection of personnel for training or promotion on the basis of such information.

Owner Signature

Date

Office Use Only:

 Initials: _____ Filed: _____ Transaction #: _____ ☐ Approved Vehicle

 Permit #: _____ Inspected: _____ Issued: _____ ☐ Unapproved Vehicle

 Late Inspection Fee - Transaction # _____ ☐ Faxed to LIU